



## Underwriting & Insurance Programs Manager

### JOB OVERVIEW

The Manager is a client facing position that proactively supports customers, oversees high-level underwriting processes, and works with the members of the Risk Management & Insurance Services (RMIS) department and with other at FCCS as required. The Manager has a diverse skillset as he/she will work with all P&C lines of coverage and Medical Stop Loss coverage.

This position provides subject matter expertise to the members of the Risk Management & Insurance Services department, its customers, insurance brokers, commercial insurers and other strategic partners. This includes leading members of the department with the collection and aggregation of exposure information to market insurance and reinsurance coverages in the global commercial insurance marketplace, ensuring that policies are issued as bound and overseeing the placement of other ancillary lines of insurance and bonds.

This position is also responsible for articulating and presenting coverage concepts to a vast and diverse customer base. These activities include the ability to prepare and present PowerPoint presentations on commercial insurance coverage and risk management concepts at customer meetings and conferences.

The Manager position leads administrative efficiencies within the department's risk management insurance system technology platform.

Salary range for this position is \$79,000-\$110,000 annually.

### JOB RESPONSIBILITIES

- Manages underwriting processes, broker relationships, and dotted line leadership for the RMIS team.
- Manages the approval of new Lender Single Interest (LSI) and Owned Property coverages, and changes to be processed in Origami (FCCS's CRM), to ensure they meet the terms and conditions of the insurance policies. Manages the downloading and balancing of monthly LSI and Owned Property reports for premium invoicing.
- Works with the Director and Senior Risk Analyst to maintain the RMIS database and accuracy of the data input. Assist customers with questions and system related issues. Works to develop best practices within the RMIS system.
- Collaborates with RMIS department in identifying insurance Program workflow efficiencies via RMIS system and other tools and implementing same as agreed.
- Train customers in RMIS System, including developing training materials to be distributed to the Farm Credit System.
- Works with RMIS analysts to assist in the creation of presentation visuals via Tableau, Excel, or other means. Creates presentations that are user friendly for all audiences (internal and external). Embraces new technology and seek to become a proficient user of various platforms.
- Oversees the issuance and distribution of Certificates of Insurance (COI) and Auto ID cards process. Understands insurance requirements as they relate to COIs and guides customers with questions related to COIs. Oversees shared Insurance Programs inbox.

- Oversees the preparation and organization of the annual program renewal forms, communication of renewals with Farm Credit and renewal submissions to underwriters. Facilitates and finalizes the compilation of submission information and verifies accuracy of information in RMIS System. Analyzes exposure changes in underwriting data and determine from those changes possible coverage and operational risk implications and process improvements.
- Oversees accuracy of policies and endorsements issuance, open item reports with brokers and that insurance coverage has been placed per the underwriting submissions, coverages bound, including all manuscript policy wordings are correctly issued.
- Oversees Marshall & Swift database, or similar, for all Owned Property valuation updates.
- Oversees the Farm Credit System's annual coverage and exposure audits, including gathering information from the System and communicating with carrier auditors.
- Oversees the collection, consolidation, analysis, and reporting of quarterly updates from the System.
- Oversees the annual revision process of the Annual Stewardship Report and Policy Register.
- Leadership and presentation roles at on and off-site client presentations, underwriting, broker and industry meetings and/or conferences.
- Oversees the placements of Flood insurance in the National Flood Insurance Program and with commercial insurers, and track premiums and commissions with customers and brokers.
- Oversees the System's Surety Bond program, through communication with the insurance broker and the Farm Credit System.
- Assists with Risk Assessments & Business Continuity Testing by researching, analyzing, and evaluating clients' Business Continuity Plan information.
- Analyzes and applies principles of risk management and financial analysis to all programs to ensure proper risk transfer and insurance coverage is in place.
- Communicates verbally and in writing with customers, claimants, brokers, insurers, vendors and others about Risk Management programs, changes, and opportunities.
- Clearly and concisely articulates, presents and explains technical insurance coverage concepts and policy provisions to customers, brokers, underwriters, Boards of Directors.
- Performs other similar duties as assigned or deemed necessary.

## JOB REQUIREMENTS

- Bachelor's degree required.
- Minimum of 10 years of Risk Management, Insurance Brokerage or similar technical insurance experience required. Experience must include the ability to independently and clearly negotiate all lines of commercial insurance coverages with Brokers and retail insurance and reinsurance markets.
- Master's Degree preferred
- Designations preferred (i.e. CPCU, CIC, ARM, AIC)
- Experience with Cyber, Professional lines (i.e. D&O, Fiduciary, Bond, Mgt Liability), and Agriculture insurance preferred.
- Agricultural industry experience preferred.
- Travel required at 15-25%.
- Able to clearly and concisely communicate (verbally and in writing) with customers, brokers, insurers, vendors and others about Risk Management programs.
- Independently develop presentation materials and engage in public speaking to train and educate customers and strategic partners in various risk management programs at the annual Risk Management Conference, Workshop and for semi-annual and annual underwriting meetings.

- Two to three (2-3) years' experience managing a small group of property and casualty administrative positions preferred.
- Proven attention to detail to maintain a high level of productivity and accuracy. Meets deadlines under pressure and able to quickly adjust to changing work priorities.
- Applies critical thinking and past experiences in developing value added risk management and insurance coverage solutions. This includes being able to analyze exposure changes in underwriting data and determine from those changes, coverage, and operational risk implications.
- Demonstrates unwavering commitment to high performance in the process of program management and sets a personal standard of high quality and integrity for self and others.

## An Overview of FCCS. Our Expertise. Our Services.

FCCS was created in 1975 to help clients enhance their organizations and optimize their operations. In the 45 years since, we have:

- **Expanded** our business and consulting services to address the increasingly dynamic challenges of the marketplace.
- **Introduced** leadership development, governance, and talent management programs that have earned strong praise from boards, executives, and human resource officers, alike.
- **Addressed** the financial and operational concerns our clients face at the most pragmatic levels with legal consulting services, strategic risk management, and collective buying power.
- **Diversified** our clients and programs, bringing growth, new energy, and insight to our organization.

Headquartered in the Denver Tech Center, with approximately 50 employees, FCCS is proud to serve a variety of clients across the U.S.

We provide:

- Governance and Leadership Development
- Conferences, Programs, and Events for Professional Development
- Executive Coaching
- Thought Leadership and Professional Speakers
- Strategic Talent Management
- Merger, Acquisition and Corporate Finance Advisory
- Risk Management and Insurance Management
- Passkey Affinity Program

The unique blend of our expertise, services, programs, and conferences enables us to create enriching business solutions and help organizations to be more.

## JOIN OUR GROWING TEAM!

*Compensation:*

- ✓ *Competitive Salaries*
- ✓ *Annual Performance Bonuses*

*Benefits:*

- ✓ **90% employer paid** health insurance options
- ✓ *9-12 paid holidays annually*
- ✓ *Generous paid vacation and sick time*

- ✓ *Generous 401k matching and other benefits*
- ✓ *Casual Dress Code*
- ✓ *Collaborative and welcoming work environment*

**Interested candidates should email a cover letter, resume and salary requirements to**  
[human\\_resources@fccsconsulting.com](mailto:human_resources@fccsconsulting.com)

**FCCS is an equal opportunity employer (EOE).**

**FCCS may require job candidates to successfully complete a background check as a condition of employment.**